

PRAXIS

THE LIBERAL ARTS AT WORK

Praxis Application Instructions 2017

Praxis Application Forms 2017

IMPORTANT UPDATE: If you are doing an internship abroad and not in your home country, you must consult the State Department list <https://travel.state.gov/content/passports/en/alertswarnings.html> to verify that it is safe to travel and work in that country. **Praxis WILL NOT be approved for internships in countries that have travel warnings.**

This booklet does not include the Praxis Application Guidelines. You will be responsible for the information contained in these guidelines.

They can be found on our website at:

https://www.smith.edu/lazaruscenter/praxis_guide.php

Facts you need to know!

1. **Praxis deadline is Thursday, May 4, 2017.** Applications must be dropped off at the Lazarus Center for Career Development no later than 4:30. If you are sending or faxing your application, it must be postmarked or fax-marked no later than May 4, 2017.
2. Your faculty signature must be your Liberal Arts adviser, Major advisor, and Concentration Faculty Director if your internship is associated with a concentration (no exceptions).
3. **Qualified internships must be at organizations not affiliated with Smith College.**
4. **Traveling Abroad (Internships outside the U.S. only):**

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Junior Year Abroad students: You must submit your applications from **February 1, 2017 through the last day of your spring semester abroad or by Thursday, May 4, 2017, whichever occurs later.**

1. Please complete the **Mandatory Travel Registry and the Travel Waiver Form** by going to the Short-Term International Travel page: http://www.smith.edu/world/travel_individual.php.
 2. **REQUIRED:** Two copies of both your Mandatory Travel Registry (emergency contact information at internship site and travel waiver form) must be attached to application in order to receive funding even in home country (**no exceptions**).
 3. **Applications:** If you are abroad you may e-mail a PDF (praxis@smith.edu) or fax (413-585-2596) your Praxis application to the Lazarus Center. The cost of faxing is often very high overseas. To avoid the expense of faxing, plan ahead to ensure that you have enough time in advance of the application deadline.
5. **Field School:** Students may use Praxis Funds to defray the cost of credits/tuition associated with geology, archaeology & other comparable field schools. However, credits may not be transferred to Smith and counted towards the student's degree.
 6. **Student Insurance & Liability Waivers:** Some employers require interns to obtain liability waivers from their schools. Students who are asked to provide a waiver must go through the [Five College Risk Management Office](#). Scroll to the bottom for Smith College instructions.
 7. **Placement Organizations:** If you are going through a third party for your internship, **you must have the internship placement confirmed by your internship supervisor in order to complete your application (no exceptions).**
 8. **Applications:** Only **COMPLETED** applications will be accepted. Additionally, the Lazarus Center **MUST** receive the **Supervisor Confirmation Form and a letter on official letterhead or email sent to praxis@smith.edu** from your host organization confirming that you have been offered an internship and describing your duties and supervision must be attached to your application. All communications from organizations must be submitted in English or translated by a faculty member.
 9. **End of Internship (REQUIRED) :**

Supervisor Confirmation Letter: Upon completion of your internship a letter on official letterhead or email sent directly to praxis@smith.edu from your host organization confirming that you have worked a minimum of 220 hours, and commenting on your work performance. The confirmation must be in English or translated by a faculty member prior to submission.

Summer Activity Report: You must also complete the **Summer Activity Report** (http://www.smith.edu/lazaruscenter/praxis_sar.php)
- IMPORTANT:**
- a. Both documents must be completed no later than **August 31, 2017 (NO EXCEPTIONS)**. Your second Praxis payment will not be issued to you until the Lazarus Center receives your information.
 - b. Failure to provide **both items** will result in being charged for the **full amount of Praxis Funding** you've received and you will forfeit your final \$200.00 stipend.
10. **Funds:** We have several endowed funds that are used specifically for Praxis funded internships. Should your internship be financed by one of these funds, you may be **required** to write the donor a thank you letter at the end of your internship. This will also be one of the requirements in order for you to receive your final \$200 payment. If your internship is funded by one of these endowed funds, an email will be sent to your Smith email account soon after the start of your internship from the **Development Office**. Please give some thought during your internship about the highlights you would like to share with the donor who made your funding possible.
 11. **Check your Smith email often!** All Praxis communications (including important deadline reminders) will be conducted via your Smith email account. If you are absolutely unable to access email you must provide an alternative means of communication.
 12. **In the event that you do not complete your internship, you will be expected to return the full amount of the stipend or the prorated amount for the time you did work (with verification from your supervisor).**

PRAXIS-FUNDING APPLICATION CHECK LIST

Have you....

- 1. Read the "Guidelines and Regulations to Praxis Funding"?
- 2. Filled in all information on your application form?
- 3. Signed the Voluntary Assumption of Risk Agreement?
- 4. Read and signed the Code of Conduct for Praxis-Funded Interns form?
- 5. Completed and attached your written statements?
- 6. Obtained a completed **Supervisor Confirmation Form.**
- 7. **Attach a letter on official letterhead or email** from your host organization confirming the offer of an internship and describing your internship duties and how you will be supervised?

Note: Without the both the Supervisor Confirmation Form and letter or email your application will be considered incomplete.

- 8. (ONLY FOR STUDENTS RECEIVING STIPENDS FROM HOST ORGANIZATIONS)
Attached a statement from your host organization confirming your employer paid stipend and the amount?
- 9. Attached your resume? (Even if the organization does not require one.)
- 10. Traveling Abroad? Attached two **copies of your Mandatory Travel Registry (emergency contact information at internship site and a travel waiver form)? (Internships outside the U.S. only)**
- 11. Obtained a sign-off from a faculty adviser?
- 12. Made a photocopy of your application and supporting materials for your own files?
- 13. If you are a rising senior with a credit shortage, have you obtained the Class Dean's permission for you to do a Praxis-funded internship?

Once you have completed these steps you must obtain a sign-off from a Lazarus Center staff member by May 4, 2017. For fast approval, sign up for a Praxis express appointment. To do so, stop by the Lazarus Center Reception, Help Desk, or call X2582 to sign-up.

Check all that apply:

- The internship is associated with a field school. (Note: any credits awarded cannot be transferred to Smith.)
- I currently receive need-based grant aid from Smith College.
- I have completed the Travel Registry and waiver forms (for internships outside of the U.S. only).
- I will have earned 64 credits by the end of the spring semester.
- I anticipate having a credit shortage credit shortage. All students with a credit shortages may receive Praxis stipends only with the permission from their adviser.)

Mailing information for Praxis payment

- If you are active for direct deposit for payroll, your Praxis stipend will be deposited to that account.

Students who do not have direct deposit must select an option below:

- Send check to my permanent mailing address.
- Send check to my Smith campus mailbox.
- For students with non-U.S. permanent addresses only: if you would like your check to be mailed to the U.S. address of a friend or relative, please provide name and address information:

Name: _____

Street Address: _____

City, State, Zip Code: _____

PLEASE READ CAREFULLY:

By signing this contract, I confirm that I understand and agree to the following:

1. If awarded Praxis funding, I accept the Praxis stipend with the full intention of completing this internship.
2. If emergency circumstances arise and I am unable to complete my internship, I will speak to a Lazarus Center staff member before leaving my internship or, if not possible, immediately after I leave and I will return a pro-rated amount of the stipend to Smith College based on worked hours confirmed by my supervisor.
3. I will receive the remaining \$200 of my Praxis stipend after I have submitted a Summer Activity Report and after my internship supervisor has submitted a letter confirming that I worked a minimum of 220 hours. **These items must be completed and submitted no later than August 31, 2017.**
4. Failure to provide a Summer Activity Report and Supervisor Confirmation Letter to the Lazarus Center at the end of my internship **will result in my being charged for the full amount of Praxis funding that I have received and forfeiture of the final \$200 stipend payment.**
5. If I withdraw from Smith College at any point after receiving a Praxis grant, I will be charged the full amount of the funding I was awarded.
6. I will regularly read my Smith email to receive communication regarding my Praxis grant.

Signature: _____ Date: _____



Supervisor Confirmation Form

This form is also available online at www.smith.edu/lazaruscenter/praxis_supervisor_confirmation.php

To be completed by the Internship Supervisor:

Name of Organization _____

Address _____

Email _____

Telephone _____

Supervisor
Name/Title _____

Please clearly print

Are you a Smith College alumna? _____ Class Year _____

Organization
Homepage/website _____

Student Intern _____

First Name

Last Name

Number of hours of internship: _____ hours. **Must be a minimum of 220 hours and a minimum of 5 ½ weeks (40 hours a week max.)**

Supervisor Signature _____ Date _____

Signature Required

Confirmation information required:

You must submit a formal offer letter on official letter head or an email to Praxis@smith.edu in addition to this form. Please also send a copy of your letter/email to your student intern.

- Describe the projects that your Praxis intern will be working on in as much detail as possible.
- How will your Praxis intern's time be divided among different tasks?
- Please describe how your Praxis intern will be supervised and evaluated throughout her appointment.
- What kind of meetings will your Praxis intern attend with you or other members of your staff?

If you have any questions about Praxis, please contact:

Kimberly Lebron

Praxis

Lazarus Center for Career Development Office

Smith College

84 Elm Street

Northampton, Ma. 01063

Email: praxis@smith.edu/Phone: 413.585.2582

WRITTEN STATEMENTS

Carefully and thoughtfully complete written statements to each of the following questions and attach them to your application (minimum 300 words per question):

- a. What is the purpose of the host organization?
- b. What duties/ project(s) will you be working on? How will your time be structured?
- c. What type of supervision will you be receiving? How will you and your work be evaluated? How do you plan on handling any concerns that may arise during your internship?
- d. How did you go about locating this internship? Did you pursue any other leads/options? If so, what were they? What attracted you to this position? In what ways will this internship be challenging to you?
- e. How does this internship relate to your academic studies? If it does not, how will it be valuable to your academic endeavors? What courses have you taken that have prepared you for this opportunity?
- f. How do you see this internship impacting your career goals?
- g. How will you represent Smith at your organization? What will the organization learn about Smith students as a result of your working there?

**FOR OFF-CAMPUS INTERNSHIPS:
VOLUNTARY ASSUMPTION OF RISK AGREEMENT**

The Voluntary Assumption of Risk Agreement is directed only to Smith students who will be doing off campus internships.

Smith College is a non-profit educational institution. References to Smith College include Smith College, its trustees, employees, volunteer workers, agents and assignees.

References to the host agency include the organization or institution where you will be conducting your summer 2016 internship, its trustees, employees, volunteer workers, agents and assignees. References to the internship include the host agency and any housing, transportation or other aspects of daily life associated with the placement at the host agency.

I, _____, freely choose to participate in a summer
(PRINT YOUR NAME)

internship at _____.
(PRINT NAME OF HOST AGENCY)

I understand that Smith College is not an agent of, and has no responsibility for, any host agency or third party that hosts internships for Smith students. I understand and agree that Smith College is not responsible for any conditions associated with my internship, nor for any personal injuries I may sustain during my internship, including without limitation, bodily injury including death or loss of property.

I understand that this internship may include activities and/or conditions with risks and dangers different from those that might normally be anticipated on the Smith College Campus. I understand that participation in the internship may be potentially dangerous, and that I may be injured, including severe and/or permanent injury or death, and/or loss of or damage to personal property as a result of participation in the internship. Therefore, I assume all risks related to the internship, whether known or unknown.

My signature below indicates that I have read and freely signed this agreement, which shall take effect as a sealed instrument.

IMPORTANT: READ ENTIRE AGREEMENT BEFORE SIGNING.

Signature _____

Date ____/____/____ (month, day, year) 99# _____

Name _____

(Print)

CODE OF CONDUCT FOR PRAXIS-FUNDED INTERNS

Please read carefully and sign

1. I understand that I am acting as an ambassador of Smith College to my host organization and I agree to act respectfully and professionally throughout my internship.
2. I will follow my host organization's rules and regulations (e.g., hours of work, holidays, dress code, etc.)
3. I will be dependable, considerate, honest, trustworthy, and cooperative when dealing with others.
4. I will immediately notify the Praxis Funding Director if any change in my internship status is anticipated, or if a serious dilemma arises.
5. I will not engage in conducting personal business during work hours.
6. I will be punctual.
7. I will strive to complete all assignments and responsibilities in a reliable and efficient manner.
8. I will strive to maintain and enhance my personal effectiveness by improving my skills and acquiring new knowledge.
9. I will seek feedback from my supervisor(s), and strive to improve my performance.

Signature _____ Date _____

Name _____

(Print)